

# COMMUNITY DEVELOPMENT DIRECTOR

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code - M110

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## GENERAL DESCRIPTION OF THE DUTIES

This position is responsible for planning, directing, and overseeing the operations of the Community Development Department (Engineering Department, Wastewater Services Department, Building Division, Public Works Department, and the Municipal Airport); with full accountability for results in terms of costs, personnel, and methods. This position is the appointing authority for the Community Development Department, and supervises department personnel through subordinate supervisors.

## SUPERVISION RECEIVED

This position is appointed by the City Council under Charter and receives general policy direction from the Mayor and City Council. The Community Development Director receives general supervision and direction of the City Manager.

## SUPERVISION EXERCISED

Responsible for 40-50 FTE, directly and through subordinate supervisory personnel.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Establishes departmental goals and objectives. Plans and develops related programs and activities based on analysis of City growth, workload, staffing levels, and related economic and legislative influences to provide appropriate and effective services to the community.
2. Prepares initial department budget request. Manages and monitors approved department budget. Reviews and approves expenditures. Reviews progress and make necessary modifications.
3. Directs activities of department personnel, through subordinate supervisors. Assigns, supervises, and evaluates work of subordinates. Hears grievances and administers disciplinary action. Interviews and effectively recommends hiring, disciplinary, and termination actions. Ensures provision of adequate training within department.
4. Performs professional engineering duties by preparing or reviewing technical papers, reports, plans, and specifications, directing construction and planning activities, etc. Interprets technical materials for their impact on the City (e.g., mapping, regulatory agency requirements, etc).
5. Develops, reviews, and approves construction standards, and plans and specifications for public works improvements. Directs the development of the various plans, e.g., Facility, Capital Improvement, Traffic, Storm water, etc.
6. Works closely with the Planning Director to ensure the smooth transition of projects through the various stages of development throughout the City.

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7. Oversees the conduct of necessary studies and analyses, preparation of related information and reports, and development of recommendations for the City Council. Attends City Council, Airport Commission, Planning Commission, and various other meetings, providing input or other information and receiving direction or other information. Prepares resolutions, ordinances, and reports for action by Council.
8. Manages public works projects by developing scope of work, budget, work site inspection, coordinating with consultants, department staff, and/or other governmental bodies.
9. Receives and resolves citizen complaints and concerns about departmental functions and personnel.
10. Ensures compliance with and follows all safety rules and procedures established for work areas.

## OTHER JOB FUNCTIONS

1. May negotiate contracts, franchises, and agency agreements.
2. Acts as City representative on economic development issues related to Public Works.
3. Provides information and recommendations during negotiation of new industrial siting or other building related issues.
4. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

## KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge

- Broad knowledge of public works functions, engineering, and public administration;
- Thorough knowledge of the principles of supervision and personnel practices;
- Thorough knowledge of the materials, methods, and techniques used in the construction, maintenance, and operation of public works facilities;
- Thorough knowledge of budgeting; and
- General knowledge of community and economic development concepts.

### Ability

- Ability to communicate effectively with the public, members of outside agencies, and employees.

## EDUCATION AND EXPERIENCE

Equivalent to a complete four year university education in engineering discipline and eight years experience in public works or related environment which includes project management responsibilities, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

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## SPECIAL REQUIREMENTS

Registration as a Professional Engineer is required at time of appointment.

## DESIRABLE EXPERIENCE, TRAINING, CERTIFICATIONS

Registration as a Professional Land Surveyor and previous municipal experience in a similar capacity is desirable.

## PHYSICAL DEMANDS OF THE POSITION

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 40 pounds. Manual dexterity and coordination are required less than 50 percent of the work period while operating standard office equipment. Reasonable accommodation will be provided to qualified individuals with a disability and known limitations.

## WORKING CONDITIONS

Approximately 85 percent of the work period is spent in usual office working conditions. The remaining 15 percent is spent outdoors at construction sites, primarily in a management role. The noise level in the work environment is typical of most office environments.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 10/94

Revised: 05/01

Revised: 03/06

Revised: 09/14